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NORTH CAROLINA CENTRAL UNIVERSITY
FOUNDED 1910

The 2012 University Holiday Schedule is provided for operational planning. This holiday schedule takes into consideration the academic calendar. The schedule adopted by the State Personnel Commission has been revised to meet the needs of NCCU.

Holiday	Observance
New Year's Day	**January 2** *Monday*
Martin Luther King, Jr. Birthday	**January 16** *Monday*
Good Friday/Spring Holiday**	**April 6** *Friday*
Memorial Day	**May 28** *Monday*
Independence Day	**July 4** *Wednesday*
Labor Day	**September 3** *Monday*
Thanksgiving	**November 22 and 23** *Thursday and Friday*
Christmas**	**December 24, 25 and 26** *Monday, Tuesday and Wednesday*
(Observance) Veteran's Day	**December 27** *Thursday*
Winter Break***	**December 28 and 31** *Friday and Monday*
New Year's Day (2013)	**January 1, 2013** *Tuesday*

* * * SCHEDULE REMINDERS * * *

All leave earning employees must use leave during the winter break (December 28 and 31, 2012). Compensatory time must be used first. If no compensatory time is available, then the employee must use vacation or bonus leave to cover the absence. In some situations, operational needs may require employees to work during the winter break period. SPA temporary employees will be paid for time worked. For questions regarding this Holiday Schedule, contact Human Resources (Employee Relations) at 530-6920. If you have questions regarding leave accounting, please contact the Leave Specialist at 530-6108.

**ACCOMMODATION FOR RELIGIOUS PRACTICE

The University holiday schedule includes Good Friday and Christmas as religious holidays. However, the diverse nature of the University environment requires sensitivity to employees whose religious beliefs do not coincide with the religious holidays listed on the schedule. As a result, University policy allows an employee with a desire to observe different religious holidays to request an exchange for holidays relevant to their own customs or religious beliefs. Any employee requesting a holiday exchange accommodation must submit it to his or her supervisor for approval.

HOLIDAY SCHEDULE